Reporting Time on the Timesheet

1.	Begin by navigating to the **Timesheet** page. Click the **Self Service** link.
2.	**Navigation:** **Time Reporting>Report Time>Timesheet**.
3.	Click the **Collapse Menu** button.
4.	Use the **Timesheet** page to review, enter and update time.
5.	The **View By** field selection indicates the period that will display on the **Timesheet**. Click the **View By** list.
6.	The default for this field is **Week**. Available values for the **View By** field are **Day**, **Time Period**, and **Week**. Links will change based on the **View By** option that is selected.
7.	The **Date** field defaults to Sunday (first day of week) of the current week; however, this date may be changed. The **Date** field should be changed to reflect the beginning of the pay period being reported.
8.	Click the **Refresh** button to change the dates displayed on the **Timesheet** based on the date entered in the **Date** field.
9.	Use the **<<Previous Week** and **Next Week>>** links to view the previous or next time reporting periods.
10.	The **Reported Hours** field displays the number of hours reported for the specified period on the **Timesheet**. This field displays 0.00 until time has been submitted.
11.	The **Scheduled Hours** field displays the number of hours based on the work schedule. If no schedule exists, **Scheduled Hours** displays 0.00.
12.	Use the **Timesheet** tab to input the hours worked for the specified date as well as assigning the appropriate Time Reporting Code (**TRC**). **Note:** Exception Hourly employees with a **Work Schedule** only need to report exceptions to their schedule. If no exceptions to the **Work Schedule** exist no time entry is required. **Note:** Positive time reporters must enter all time worked on the **Timesheet**.
13.	Use **TRCs** to report time and leave. Enter TRCs directly in the field or use the lookup button to ensure valid **TRCs** are selected. **Note:** If a non-existent **TRC** is entered directly in the field an error message displays.

14.	The **Wilmington Wage Tax** checkbox flags the row's hours as being subject to Wilmington Wage Tax. **Note:** If you do not reside or regularly work within the City of Wilmington and are reporting occasional time worked within the City, contact your Timekeeper for the appropriate use of this checkbox.
15.	If there is no override to funding, the **Combo Code** field is blank. If there is an override to funding, this field displays the **Combo Code** value.
16.	When reporting time on the **Timesheet**, click the **Plus (+)** sign to add a row or the **Minus (-)** sign to delete a row.
17.	**Note:** Typically, Self-Service users do not override **Combo Codes**. Use the **Overrides** tab to enter Combo Codes and/or edit ChartFields **only** if instructed by your Timekeeper. Click the **Overrides** tab.
18.	If the **Combo Code** is known, enter it directly into the field. **Note**: PHRST displays an error message when an invalid **Combo Code** is entered. Reported Time transactions cannot be saved until the invalid **Combo Code** is corrected or deleted.
19.	To search for the appropriate **Combo Code** to override funding, click the **Edit ChartFields** link. Searching for **Combo Codes** is discussed in the *Override and Append* topic.
20.	The **Show All Columns** tab displays all the fields from the **Timesheet** and **Overrides** tabs. Click the **Show all columns** button.
21.	View the additional columns on this page using the **Horizontal Scrollbar**. Click the scrollbar.
22.	View the additional columns that display.
23.	Click the scrollbar.
24.	Click the **Show tabs** button.
25.	Click the **Timesheet** tab.
26.	The **Submit** button saves the Reported Time for processing.
27.	After clicking the **Submit** button. the **Reported Time Status** section displays the Reported Time by date with a status of **Submitted.**
28.	Click the scrollbar.
29.	The **Reported Hours Summary** section displays a summation of the hours reported. Click the **Reported Hours Summary - click to view** link.

30.	The **Reported Hours Summary** section displays categories of Total REG and Total Overtime only when reported. Values are displayed in Total Reported Hours when Hours are reported on the Timesheet. Values are displayed in Total Scheduled Hours if the employee is assigned a Schedule. Values are displayed in Schedule Deviations when there is a difference between the Reported Hours and the Scheduled Hours.
31.	To view the **Balances** section use the **Vertical Scrollbar**. Click the scrollbar.
32.	Click the **Balances - click to view** link.
33.	The **Balances** section displays Sick, Vacation, and Comp Time Balances. The **Balances** section only displays balances for Plans in which the employee is enrolled.
34.	The **Comp Time** balances change based on the **View By** date entered on the **Timesheet. Comp Time** balances may change with refreshes to the **View By** date.
35.	Clicking the **Self Service** link returns to the Main Menu.
36.	When clicked, the **Time Reporting** link displays the Time Reporting Main Menu page.
37.	The **Punch Timesheet** link is not in use by the State of Delaware.
38.	 Click the scrollbar.
39.	Some employees have Work Schedules associated with their time reporting. If a day has scheduled time, but no time is reported on the **Timesheet**, the scheduled time is paid. If there are no exceptions for the week, there is no need to enter any time. If time is manually entered on the timesheet for a scheduled day, only the hours entered are paid. Therefore, when entering Exceptions, all Scheduled Hours for that day must be accounted for. For example, if you are scheduled to work 8 hours and you worked 5 hours and took 3 hours of leave, you must also enter 3 hours of ALT and 5 hours of REG. Check with your Timekeeper on how to enter time on Pay Periods that include a State Holiday.
40.	Click in the
41.	Click in the appropriate fields and enter the desired time.
42.	Click in the **TRC** field.
43.	Enter the desired information into the **TRC** field. Enter a valid value.
44.	Click the **Look up TRC** button.
45.	Click the **ALT** link.
46.	Prior to submitting the **Timesheet**, view this employee's current leave balance information.

47.	Click the scrollbar.
48.	View this employee's current **Sick** and **Vacation** leave balance information.
49.	Click the scrollbar.
50.	Submit the **Timesheet** for processing. Click the **Submit** button.
51.	Click the **OK** button.
52.	Notice the **Reported Hours** field now reflects the hours just submitted.
53.	After submitting the **Timesheet**, the TRCs are reordered alphabetically.
54.	The **Reported Time Status** section is now populated.
55.	Once time is submitted, a **Comments** bubble displays beside each row of reported time. **Note**: **Comments** are associated with a date, not the TRC or Hours. If entering two different TRCs on a single date, two rows of reported time appear for that date. If entering a comment on one of the rows, both rows will reflect the same comment.
56.	Click the **Comments** button.
57.	The **Operator Id** and **Date Time Created** information are captured for reference.
58.	The **Comment** field holds up to 250 characters.
59.	To enter additional text for the same date, click the **Plus [+]** sign.
60.	Click in the **Comment** field.
61.	Enter the desired information into the **Comment** field. Enter a valid value .
62.	Click the **Save** button.
63.	When saving a Comment, a message displays asking "Are you sure you want to save the Comment(s) entered?" **IMPORTANT: After saving a Comment, it cannot be changed or deleted**.
64.	Click the **OK** button.
65.	Once saved, the **Comments** bubble contains lines indicating that a comment exists. Remember, since there were two different TRCs entered for a single date, there are two rows of Reported Time for that date and both rows reflect the same comment.
66.	If all Reported Time is deleted on the date the **Comment** was entered, the **Comment** is deleted. If entering new time for that date, the **Comment** originally associated with the date displays again.
67.	Click the **Reported Hours Summary - click to view** link.

68.	With the reporting of **REG** time, the **Category** of **Total REG** now displays in the **Reported Hours Summary**.
69.	Click the scrollbar.
70.	Click the **Balances - click to view** link.
71.	Notice the Vacation balance value has updated to reflect the time submitted on the Timesheet.